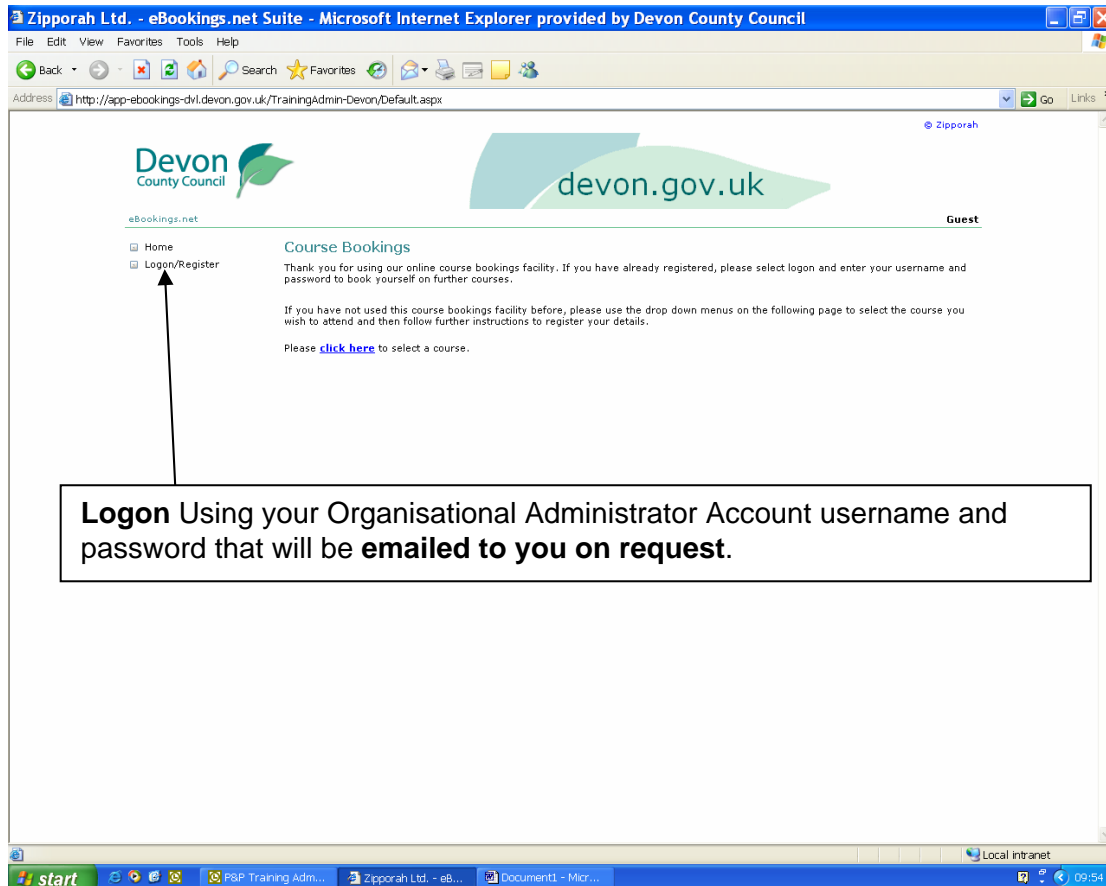


User Guide for Organisational Administrator

The latest version of our online booking system allows a single user to complete bookings for multiple staff members using a streamlined process which doesn't involve logging in and out as different people. This simple user guide shows you how.

PART A – Making Bookings

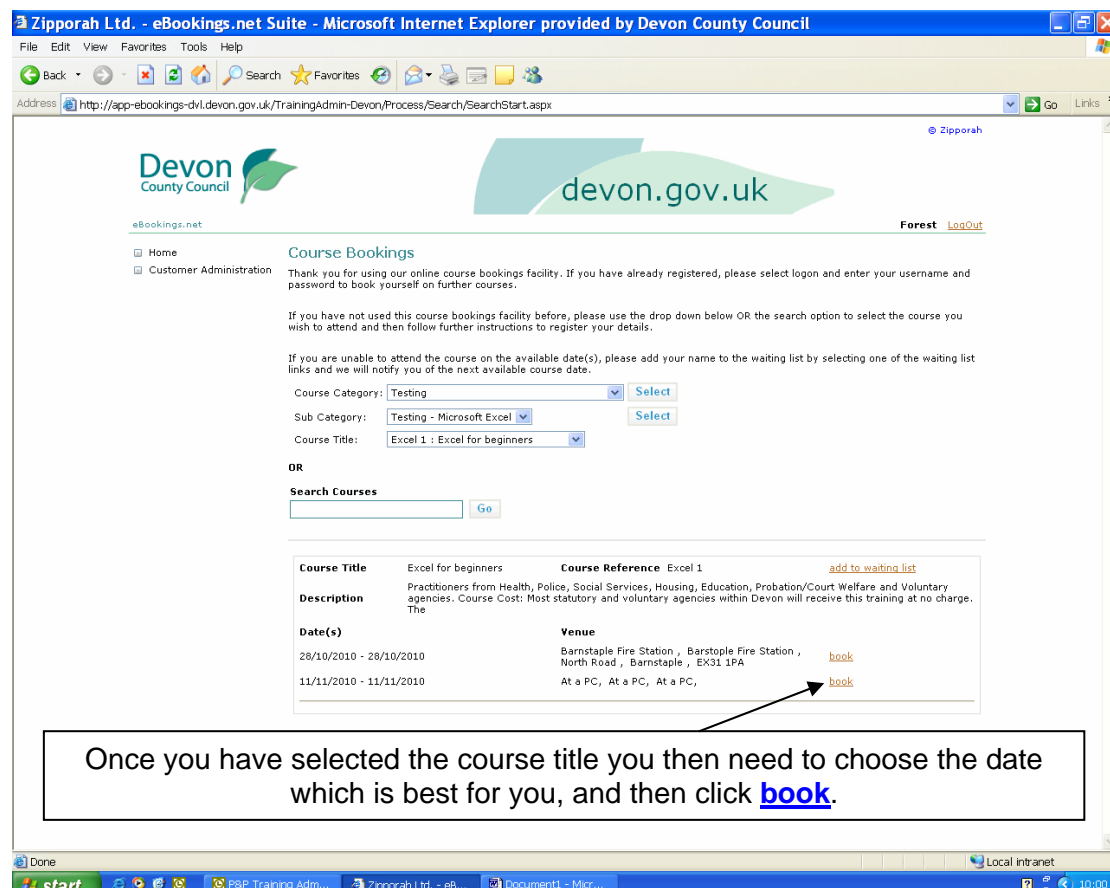


Devon County Council Online Course Booking System

User Guide for Organisational Administrator



Select [click here](#). This will then take you to the next screen, which allows you to choose the course that you wish to make a booking on using the drop-down menus.



Once you have selected the course title you then need to choose the date which is best for you, and then click [book](#).

Devon County Council Online Course Booking System

User Guide for Organisational Administrator

The screenshot shows a web browser window with the address bar displaying 'http://app-ebookings-dvl.devon.gov.uk/TrainingAdmin-Devon/Process/Search/SearchDataCapture.aspx'. The page features the Devon County Council logo and the text 'devon.gov.uk'. Below the header, there is a navigation menu with 'Home' and 'Customer Administration'. The main content area is titled 'Course Booking - Data Capture' and contains a message: 'Please note that all fields that have a star (*) are 'required' fields that must be filled in before we can process your booking.' The 'Course Details' section lists 'Excel for beginners' and 'Excel 1' as course options. The 'Terms and Conditions' section contains a placeholder text. A red arrow points to the 'Confirm' button at the bottom right of the page.

This page informs you of any terms and conditions of the course. You must read these before the system will allow you to continue. Please tick the box if you accept them and then select [Continue](#)

You will then be able to select a user from a drop down list of your staff members. (To read more about how to add new staff members see Part B of this user guide).

Course Booking - Select User

Please select a user from the list below to add to the course.

User:

Select ...

Spackman

Lewis1

Gunter

Chambers

Nathan

Cancel

Devon County Council Online Course Booking System

User Guide for Organisational Administrator

Done

start

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10:00

Zipporah Ltd. - eBookings.net Suite - Microsoft Internet Explorer provided by Devon County Council

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail Address Book

Address http://app-ebookings-dvl.devon.gov.uk/TrainingAdmin-Devon/Process/Search/CourseConfirm.asp

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Home Customer Administration

Course Booking - Confirm

Please note that all fields that have a star (★) are 'required' fields that must be filled in before we can process your booking.

Course Details

Course Title:	Excel for beginners
Course Reference:	Excel 1
Course Description:	Practitioners from Health, Police, Social Services, Housing, Education, Probation/Court Welfare and Voluntary agencies. Course Cost: Most statutory and voluntary agencies within Devon will receive this training at no charge. The
Terms and conditions:	question here y

User Details

First Name:	Chris
Last Name:	Gunter
Email Address:	nottinghamforest@btinternet.com
Organisation:	Forest

Fees

Agency:	Private - Sport and Fitness Select
Course Cost:	£10.00

We need to know the type of organisation you belong to; please confirm that you have selected the relevant option from the dropdown list.

☒

Cancel Previous Continue

To complete booking of staff member check details and tick box. Then click Continue

Done start Inbox - Microsoft ... Zipporah Ltd. - eB... Document1 - Mic... Local intranet 10:09

Devon County Council Online Course Booking System

User Guide for Organisational Administrator

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File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Mail

Address http://app-ebookings-dvl.devon.gov.uk/TrainingAdmin-Devon/Process/Search/CourseDiversitySheet.aspx

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Home Customer Administration

Course Booking - Diversity Sheet

Please help us by completing this diversity page. It is not compulsory and the information is used for statistical purposes only in accordance with the Data Protection Act. If you would prefer not to disclose this information please tick the box below.

Prefer not to disclose: ☐

Gender: ☐ Male ☐ Female

Age Group: 16-29

Ethnic origin: Select ...

Do you consider yourself to have a disability?: ☐ Yes ☒ No

Notes:

Continue

Complete the Diversity Page and click Continue

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File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Mail

Address http://app-ebookings-dvl.devon.gov.uk/TrainingAdmin-Devon/Process/Search/CourseComplete.aspx

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Home Customer Administration

Course Booking - Complete

Thank you for requesting this booking. You will receive an acknowledgement shortly of your request.

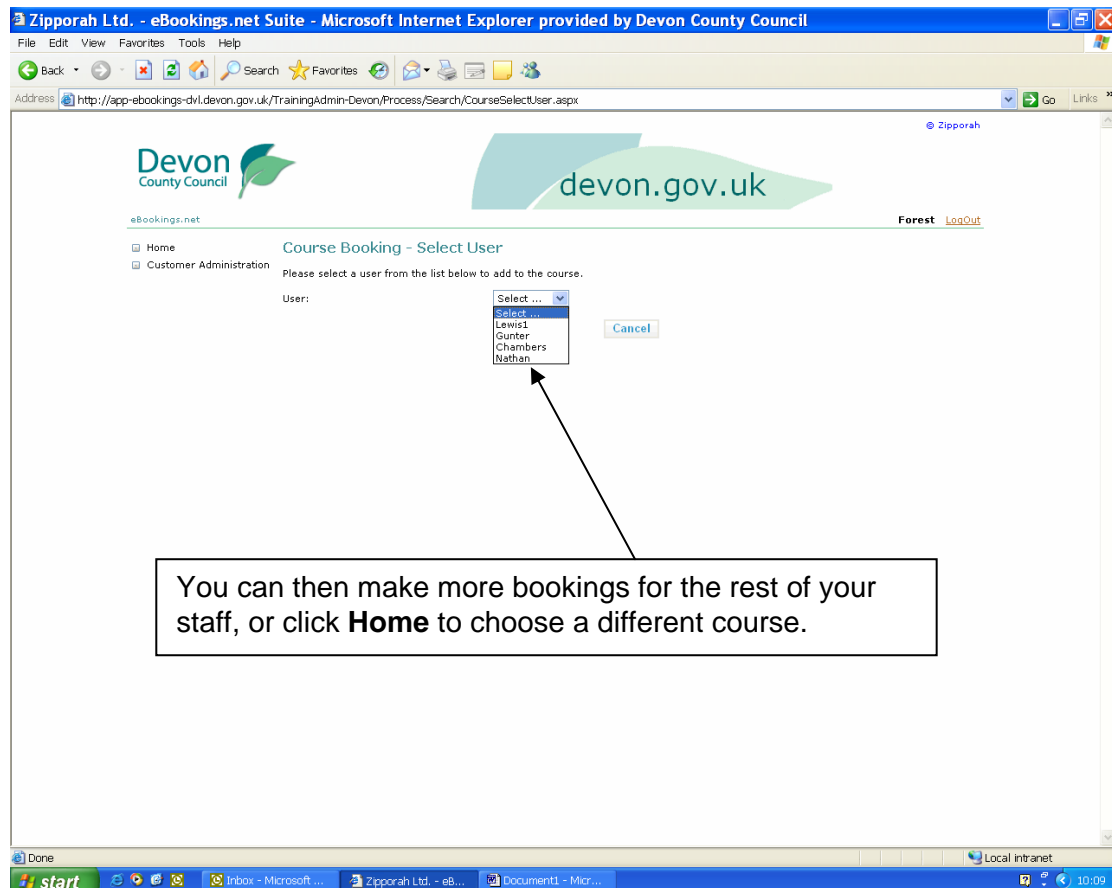
Exit Continue

To complete booking click Continue

Done Local intranet 10:09

Devon County Council Online Course Booking System

User Guide for Organisational Administrator



Devon County Council Online Course Booking System

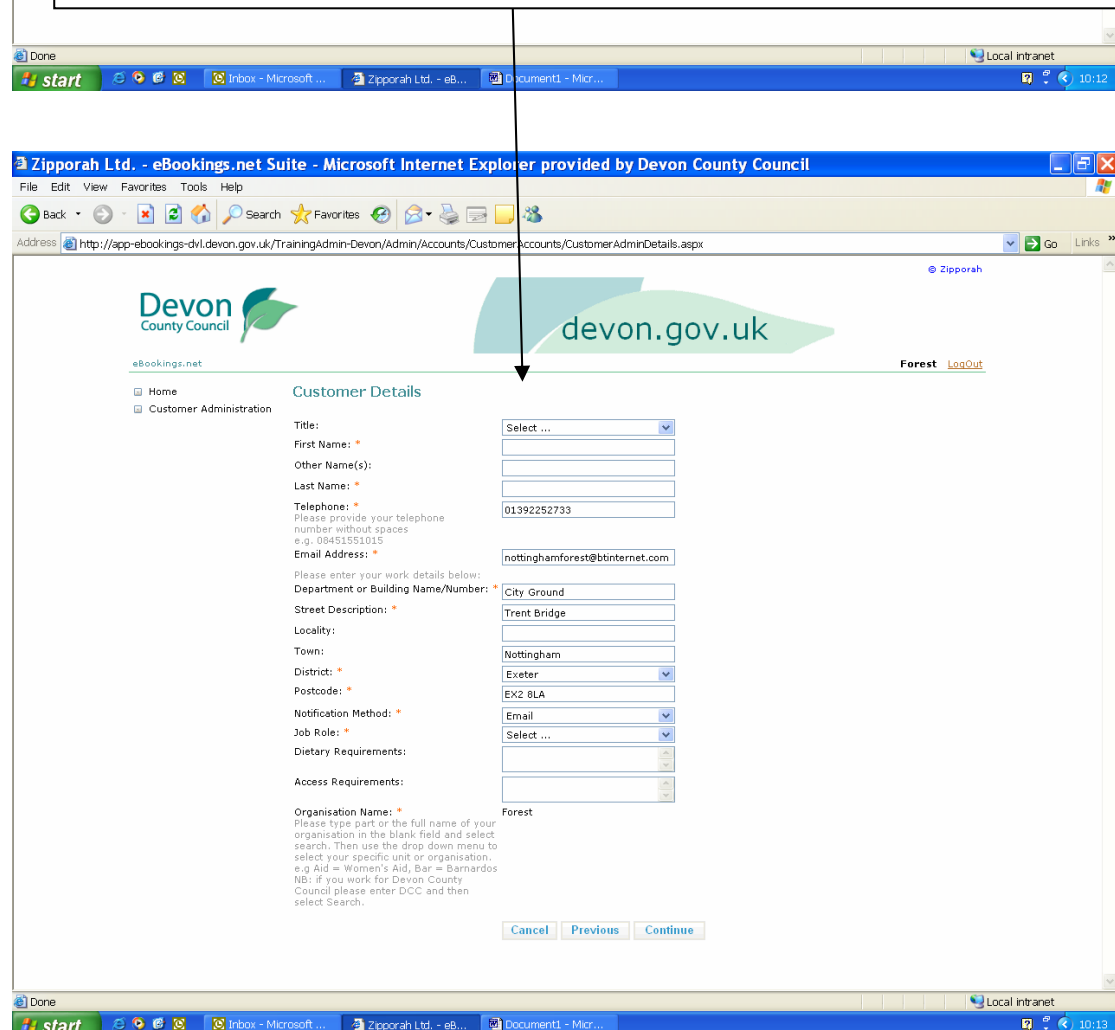
User Guide for Organisational Administrator

PART B – Adding new members of staff



If you need to add new members of staff, click on [Create a New Customer](#) and Complete Title, First name and Last Name.

As a default (to save you time) all other details have been automatically populated with the details of your organisation. You can choose to leave these details as they are or replace them with the details of the individual staff member. Please note that leaving the email address as it is will mean that all booking confirmation and reminder emails will come to you. Changing the email address to that of the staff member will mean that the booking emails will go to them. It's up to you how you choose to use this function.



Devon County Council Online Course Booking System

User Guide for Organisational Administrator



Devon County Council Online Course Booking System

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Back Address http://app-ebookings-

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Home Customer Administration

Customer Details

Title: Mr

First Name: * Nathan

Other Name(s):

Last Name: * Tyson

Telephone: * 01392252733

Please provide your telephone number without spaces e.g. 08451551015

Email Address: * nottinghamforest@btinternet.com

Please enter your work details below:

Department or Building Name/Number: * City Ground

Street Description: * Trent Bridge

Locality:

Town: Nottingham

District: * Exeter

Postcode: * EX2 8LA

Notification Method: * Email

Job Role: * Fire Officer

Dietary Requirements:

Access Requirements:

Organisation Name: * Forest

Please type part or the full name of your organisation in the blank field and select search. Then use the drop down menu to select your specific unit or organisation e.g Aid = Women's Aid, Bar = Barnardos NB: if you work for Devon County Council please enter DCC and then select Search.

Cancel Previous Continue

Forest LogOut

Done

start

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File Edit View Favorites Tools Help

Back Search Favorites

Address http://app-ebookings-dvl.devon.gov.uk/TrainingAdmin-Devon/Admin/Accounts/CustomerAccounts/CustomerAdminSecurity.aspx

Go Links

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Home Customer Administration

Security Details

Username (6 or more characters): * Nathan

Change User's Password

Cancel Previous Continue

Click **Continue** to complete amendments.

(You can also change the individual's password by ticking the box).

Done

start

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